INCIDENT COMMAND SYSTEM

Personnel Accountability References

ICS ORIENTATION

I-100

Module 1

PRINCIPLES AND FEATURES OF ICS

INCIDENT COMMAND SYSTEM

National Training Curriculum

Module 2

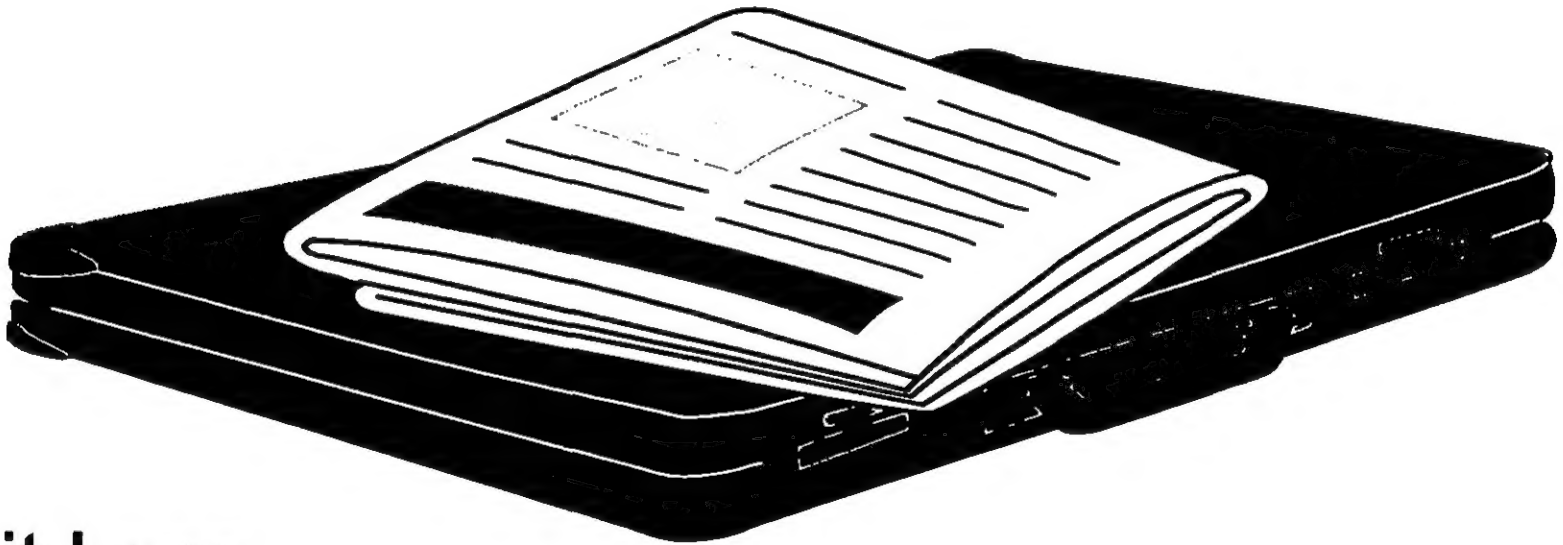
I-200

Personnel Accountability is maintained through the use of`:

- CHECK-IN LISTS
  - ICS FORM 211
- RESOURCE STATUS KEEPING SYSTEMS
- UNITY OF COMMAND
  - SPAN OF CONTROL

Personnel accountability is maintained through the use of :

- Division / Group Assignment Lists



- Unit Logs

ORGANIZATIONAL OVERVIEW

INCIDENT COMMAND SYSTEM

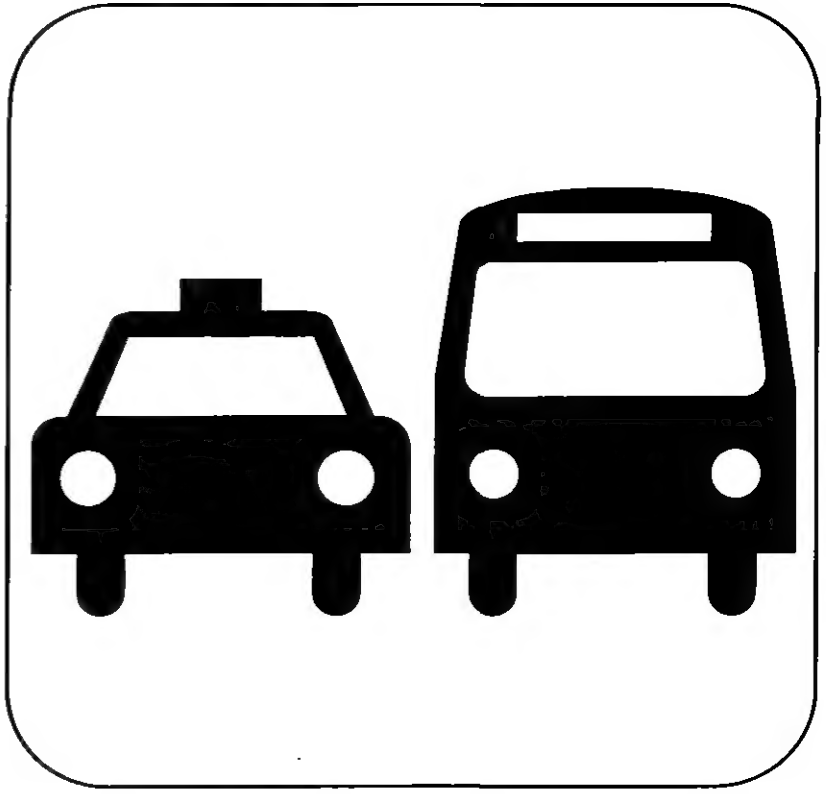
National Training Curriculum

Module 3

I-200

STAGING AREAS

- Locations to place available resources
- Several staging areas may be used
- Manager reports to IC or Operations Chief
- Resources are available on (3) min. notice (Can be relocated).



INCIDENT FACILITIES

INCIDENT COMMAND SYSTEM

National Training Curriculum

Module 4

I-200

Staging Area Description

- Temporary locations for resources awaiting assignments.
- Incidents may have several Staging Areas.
- Resources on a three-minute available status.
- May include fueling and sanitation.
- Staging Area Manager is required.
- May be designated for certain kinds of resources.

Characteristics of a Staging Area

- Be close (within five minutes) to the location of tactical assignments.
- Be located out of any possible line of direct hazard effects to minimize risk.
- Be relocated if necessary.
- Have different access routes for incoming and outgoing resources.

Characteristics of a Staging Area (cont.)

- Be large enough to accommodate available resources and have room for growth.
- Be clearly marked.
- Be located to minimize environmental damage.
- Have necessary security controls.

Staging Area Benefits

- Provide locations for immediately available resources to await active assignments.
- Provide locations for resources to be formed into operational units such as task forces and strike teams.
- Provide for greater accountability by having available personnel and resources together in one location.
- Provide safe locations for personnel and equipment to await assignments.

Staging Area Benefits (cont.)

- Prevent resources from free-lancing or "doing their own thing"
- Minimize excessive communications of resources calling for assignments.
- Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.
- Allow the Operations Section Chief or IC to properly plan for resource use, and to provide for contingencies.

INCIDENT RESOURCES

INCIDENT COMMAND SYSTEM
National Training Curriculum
Module 5
I-200

ICS Module 2

Advantages of Task Forces & Strike Teams

- Enables more effective resource use planning.
- Provides effective way of quickly ordering what is necessary.
- Reduces radio communications traffic.
- Increases the ability to expand the organization while maintaining good span of control.
- Provides close resource control and accountability.

Record Status Keeping Systems

- Resource Sheets
- Status Boards
- Computers
- Tabletop maps

RESPONSIBILITIES ASSOCIATED WITH ICS ASSIGNMENTS

INCIDENT COMMAND SYSTEM

National Training Curriculum

Module 6

I-200

ICS Module 2

Uses of Incident Check-in Information

- Personnel accountability
- Resources Unit status keeping
- Preparation of assignments and reassignments
- Locating personnel for emergency notifications
- Establishing personnel time records
- Release planning
- Demobilization

Incident Check-in Locations

- Incident Command Post-Resources Unit
- Base or Camp(s)
- Staging Areas
- Helibase

Incident Check-in Locations (Cont'd)

- For direct tactical assignment report to:
  - Division/Group Supervisor or
  - Operations Section Chief or
  - Incident Commander
    - (At the end of first operational period, ensure that you have checked in at the appropriate check in location)